



# Literacy and Numeracy

## Workplace Guide

Trainee success in workplace training is a priority for Careerforce and the Tertiary Education Commission. This resource will support you in implementing a new approach to assessment of literacy and numeracy in tertiary education



## Identifying Literacy & Numeracy Needs

Low literacy and/or numeracy levels are potential barriers to achievement. Supporting trainees in these areas contributes to increased engagement with training and achievement at higher levels.

To recognise prior learning literacy and numeracy assessments are not required for trainees with:

- NZ university qualifications; or
- NZQA qualifications at Level 3 and above; or
- overseas tertiary qualifications which have been achieved in the English language.

If trainees do not meet the above criteria, they will be required to complete a literacy and numeracy assessment. This applies to enrolments for qualifications at all levels.



## Literacy & Numeracy Supports

The table below lists the supports available for workplaces to support trainees with literacy and numeracy learning needs:

### Pathways Awarua

- Free online adult literacy and numeracy learning modules.
- Self-paced learning.
- Educators can monitor their trainees' progress to keep them motivated.
- Available to all - including employees on temporary work permits.

### Skills Highway

- Information website designed for employers.
- A – Z on everything you need to know about adult literacy and numeracy, how it impacts on your business and how to mitigate this.
- Case studies on organisations who have improved business outcomes by supporting literacy and numeracy upskilling within their training programmes.
- Support with applications for the **Employer-led Workplace Literacy and Numeracy Fund** – funding for employers to develop a sustainable, literacy and numeracy upskilling programme, embedded into their business-as-usual workplace training.

### Workplace Literacy and Numeracy Providers

- Funded to develop programmes that contextualise literacy and numeracy into workplace training.
- Free tuition for employees who score below the literacy and numeracy thresholds (Step 3 and below – literacy, Step 4 and below – numeracy).
- Only available to employees with residency or citizenship.

### Professional Development for Workplace Educators

- New Zealand Certificate in Adult Literacy and Numeracy Education (for Vocational/Workplace Tutors) Level 5, 40 credits.
- Government grant to cover cost of fees – 12 months to complete.
- Learn to identify literacy and numeracy needs in trainees and know how to build these skills as you deliver on-job / industry training.

To learn more about these supports for workplaces, please contact:

Cushla Wilson, Literacy and Numeracy Advisor:

DDI: 04 550 2426,

Mob: 027 838 9512,

Email: [Cushla.wilson@careerforce.org.nz](mailto:Cushla.wilson@careerforce.org.nz)

# Online Literacy & Numeracy Assessment

As an Industry Training Organisation, we are required by the Tertiary Education Commission (TEC) to identify trainees who may need literacy and numeracy support, as they study for tertiary-level qualifications. We do this by using the TEC's Literacy and Numeracy Adult Assessment Tool. Please see page 1 for details on who should be assessed.

## Assessments

1. Login codes will be sent to you, for each trainee required to do these assessments, after the training agreements are processed. There will be one code for a literacy assessment and one code for a numeracy assessment.
2. Hand out the login codes to your trainees along with the website address: <https://assess.literacyandnumeracyforadults.com/Login.aspx> and ensure they complete the assessments as soon as possible.
3. The trainee will receive the results instantly once they have completed the assessment.
4. If a trainee's scores are low (Step 3 and below – literacy, Step 4 and below – numeracy) they will be required to repeat the assessment when they enrol in another qualification course in the future.

## Progress:

1. Progress assessments are required for all trainees who scored at lower levels.
2. You will be sent an email, with login codes, 8 weeks before the expected end date of their training.
3. Please ensure that trainees complete these assessments as soon as possible.

## Results

### Literacy scores:

- A literacy score 4 - 6 = good literacy skills - no need for further action.
- A literacy score 1 - 3 = your trainee may have some challenges with literacy.

### Numeracy scores:

- A numeracy score of 5 - 6 = good numeracy skills - no need for further action.
- A numeracy score of 1 - 4 = your trainee may have some challenges with numeracy.

## Reports

**Literacy/Numeracy Report:** This is a monthly automated report, sent to you with your trainees' literacy and numeracy assessment results. It also highlights trainees who have still to complete their literacy and/or numeracy assessments.

**Literacy Results and Assessment Codes Report:** You can access this report on iPortal at any time to obtain confirmation that an assessment has been completed. This report will provide the results and the codes for you to access the full diagnostic report on the Assessment Tool website.

## Help for trainees with low-level literacy and/or numeracy

Contact: Cushla Wilson, Literacy and Numeracy Advisor

DDI: 04 550 2426

Mob: 027 838 9512

Email: [cushla.wilson@careerforce.org.nz](mailto:cushla.wilson@careerforce.org.nz)

## Paper-based Literacy & Numeracy Assessment

As an Industry Training Organisation, we are required by the Tertiary Education Commission (TEC) to identify trainees who may need literacy and numeracy support as they study for tertiary-level qualifications. We do this by using the TEC's Literacy and Numeracy Adult Assessment Tool. Please see page 1 for details on who should be assessed.

### Assessments

#### Combined Literacy & Numeracy:

1. The best time for trainees to complete these assessments is when they are filling out their training agreements.
2. Send in completed assessments with their completed training agreements.
3. New assessment papers are created and sent to the Literacy Coordinator in your organisation every quarter.
4. If a trainee's scores are low (Step 3 and below – literacy, Step 4 and below – numeracy) they will be required to repeat the assessment when they enrol in another qualification course in the future.
5. You can download the latest version of the combined literacy and numeracy assessment here: <https://www.careerforce.org.nz/training/train-my-staff/literacy-numeracy/> Scroll down to the heading Paper-based assessment and click on the first PDF (green band).

### Results

#### Literacy scores:

- A literacy score 4 - 6 = good literacy skills - no need for further action.
- A literacy score 1 - 3 = your trainee may have some challenges with literacy.

#### Numeracy scores:

- A numeracy score of 5 - 6 = good numeracy skills - no need for further action.
- A numeracy score of 1 - 4 = your trainee may have some challenges with numeracy. They

### Reports

**Literacy/Numeracy Report:** This is a monthly automated report that is sent to you to highlight trainees who need to complete literacy and/or numeracy assessments. This report will also retain initial assessment results ready for the progress assessment and will provide the codes for you to access the full diagnostic report on the Assessment Tool website.

**Literacy Results and Assessment Codes Report:** You can access this report on iPortal at any time to obtain confirmation that an assessment has been completed. This report will provide the results and the codes for you to access the full diagnostic report on the Assessment Tool website.

### Where to send the paper-based assessments

Take a copy then post the originals to: Client Services PO Box 25 255 Christchurch or scan and email them to [info@careerforce.org.nz](mailto:info@careerforce.org.nz)

### Help for trainees with low-level literacy and/or numeracy

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# FAQs

## Why do some trainees need to be assessed?

An international survey has found that around 40% of New Zealand adults have low levels of literacy and/or numeracy which can impact on their ability to perform well in a modern workplace and engage successfully in industry training.

The Tertiary Education Commission wants to ensure that trainees' literacy and numeracy needs are identified so workplace trainers can put in extra supports to help their learning. This increases the chances of successful outcomes for the trainees. It's about informing teaching practice.

## How long does it take to get the assessment results?

Assessment results have a 10 – 14 day turnaround. We need to have entered the training agreement for new trainees into our system before we can issue on-line login codes, or enter the paper-based assessment answers into the Tool.

## How do I find out the trainee's results?

The results are available in the Literacy Results and Assessment Codes Report on iPortal. The Literacy Contact in your organisation has access to iPortal. You can also get a full diagnostic report of the trainee's results from the Assessment Tool website, <https://assess.literacyandnumeracyforadults.com/Login.aspx>. Once you are logged in (with the trainee's code) you can open the report and export it as a PDF to save in your training files.

## Why do trainees with low scores have to repeat these assessments when they enrol in another qualification course in the future?"

This is to identify if things have changed for the trainee. If their results have improved, the workplace trainer may not need to put in as many supports as previously. If the results have not improved and the trainee is enrolling in a higher-level qualification, then that suggests much more support will be needed. However, once the trainee has achieved a Level 3 qualification, we no longer assess for literacy and numeracy. Their achievement signals that they have found literacy and numeracy strategies to be successful in tertiary education."

## Are these results confidential?

Yes. The results of the literacy and numeracy assessments are the property of the trainee who has agreed to share them with their trainer and Careerforce for educational purposes only. Trainees agree to this when they sign the training agreement. Please keep all literacy and numeracy reports confidential and store them in secure filing systems.

## What do I do if one of my trainees has low scores for literacy and numeracy?

You may be able to access some of the following supports:

- Free online adult literacy and numeracy learning modules through Pathways Awarua.
- Workplaces can apply for funds to place 20 learners on an embedded literacy programme.
- Access workplace literacy programmes contextualized to your industry.
- Build internal capability via professional development for workplace trainers.

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# Online Literacy and Numeracy Process:



Trainee completes the Training Agreement

Send this to Careerforce

Careerforce processes the Training Agreement and generates/verifies a National Student Number (NSN)

Then sends login codes to your Literacy Contact

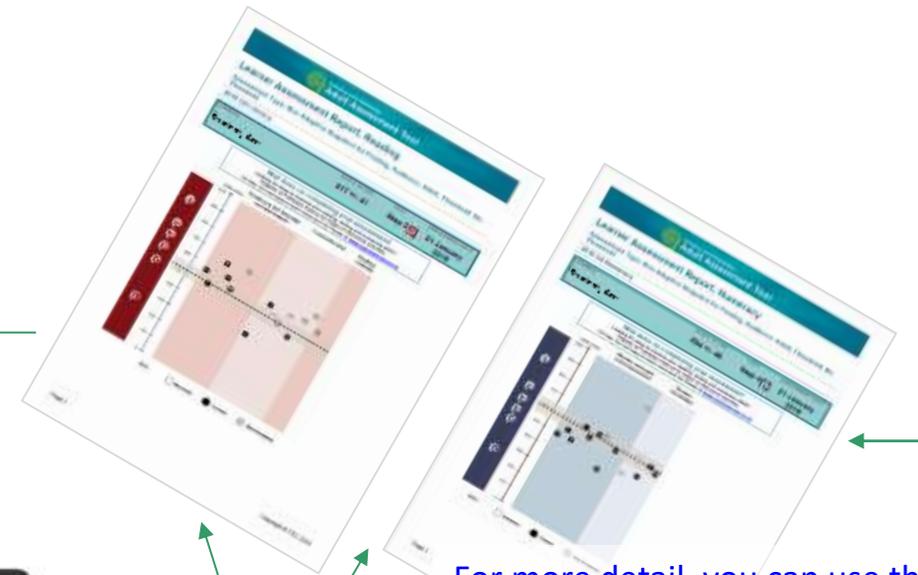
One login code for literacy  
One login code for numeracy

Ensure your trainees complete both assessments



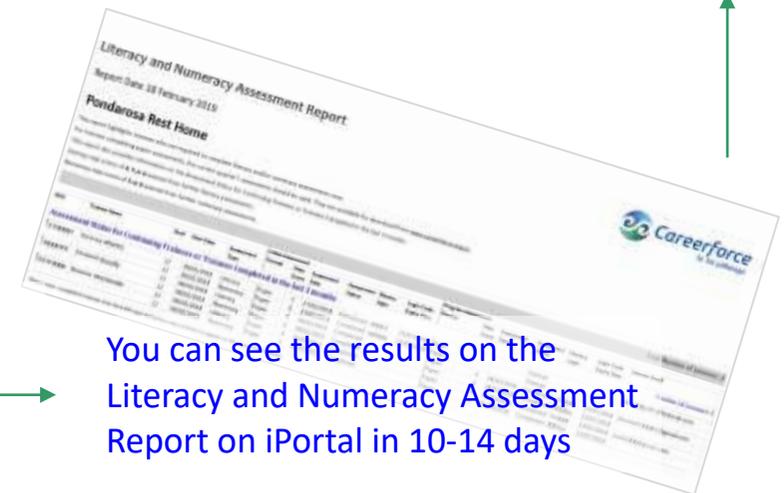
<https://assess.literacyandnumeracyforadults.com/Login.aspx>

This information is confidential to you and your trainee. Store these reports securely.



Trainees can see these results instantly at the end of their assessment

For more detail, you can use the login codes from the iPortal report to download the full reports from the Literacy and Numeracy Adult Assessment Tool



You can see the results on the Literacy and Numeracy Assessment Report on iPortal in 10-14 days

